

**COUNTY SOCIAL SERVICES DIRECTOR**  
**Trenton, NC 28585**

**Position:** County Social Services Director

**Location:** Jones County/Trenton, NC

**Hiring Range:** \$71,610 - \$93,959

**Position Opens:** December 19, 2016

**Closing Date:** January 20, 2017

**Description:** The Jones County Board of Social Services is seeking qualified applicants for the position of Social Services Director. The Director serves as the executive officer of the Jones County Board of Social Services, executing the authority of the Board as defined in G.S. 108A-14. The Director also serves as the chief administrator of the Jones County Department of Social Services and provides leadership, organization and management for public assistance and public social services programs. The Director oversees an annual operating budget of \$6.5 million dollars and supervises a staff of 35 employees. This public official supervises budget activities and is responsible for staffing, personnel issues, and conflict/complaint resolution. In addition, the Director is responsible for implementing, monitoring and evaluating the quality of service delivery systems. The Director represents the Department and collaborates with governmental officials, other human services agencies and other community organizations to provide effective services in Jones County.

**Knowledge, Skills, and Abilities:** The County Director of Social Services must possess knowledge and skills in financial management, fiscal controls, performance management, strategic planning and goal setting, mission/ vision execution, people management/supervisory skills, results/solution-focused attitudes, change management, mentorship, critical thinking and communication skills (interpersonal and written), leadership, independent thinking, personnel management, conflict resolution, and team building. He/she must possess considerable knowledge of management principles, techniques, and practices and have considerable knowledge of the social services budget and fiscal reporting system and be extremely knowledgeable of the personnel laws, rules and policies for Local Government Employees Subject to the State Personnel Act. He/she must have a thorough knowledge of the legal and philosophical basis for public welfare, social services and social work programs including the applicable federal and state laws, rules and regulations; the ability to direct employees and programs in the various areas of responsibility; and, the ability to develop and maintain effective working relationships with the general public and with federal, state and local officials.

**Minimum Education and Experience:** A master's degree in social work and two years of supervisory experience in the delivery of client services; or a bachelor's degree in social work and three years of supervisory experience in the delivery of client services, one of which must have been in Social Services; or graduation from a four year college or university and three years

of supervisory experience in the delivery of client services, two of which must have been in Social Services; or an equivalent combination of training and experience.

**How to Apply:** Qualified candidates must submit a detailed North Carolina State Employment Application Form (PD-107) to the attention of the Board Chairwoman CONFIDENTIALLY at the address below. Applications must be received by the close of the business day on Friday, January 20, 2017. Apply to:

Mrs. Phoebe Emory, Chairwoman  
Jones County Department of Social Services  
418 NC Hwy 58N, Unit D  
Trenton, North Carolina 28585  
PHONE (252) 448-2581

**Additional Requirements:** The successful candidate will be expected to meet a residency requirement (to reside within a 35 mile radius of Trenton, NC) within six months from the date of employment. An official college transcript of undergraduate and graduate studies will be required of the successful candidate. Electronic and/or Facsimile applications will not be considered. \*\*\*THE SUCCESSFUL CANDIDATE WILL BE SUBJECT TO A CRIMINAL BACKGROUND CHECK AND MUST BE BONDABLE. JONES COUNTY IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER.